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web the employee training tracker is an excel spreadsheet designed to manage the training programs in the organization use this template to track employee training and monitor training budget with this template you will be able to keep track of the learning programs and to plan your team growth

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web jun 14 2023 open microsoft excel create a header for employees training courses and statuses fill in the training course column select the cells under the status column select the data tab and choose the data validation tool click the allow drop down and choose list from the options type your data validation source and click the ok button